



## Recommendation for Action

**File #:** 20-3431, **Agenda Item #:** 38.

11/12/2020

### **Posting Language**

Authorize negotiation and execution of a multi-term contract with Morris & McDaniel, Inc., to provide for the development, validation, administration, scoring and analysis of the fire cadet hiring processes, for up to six years for a total contract amount not to exceed \$850,000.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

### **Lead Department**

Purchasing Office.

### **Client Department(s)**

Austin Fire Department.

### **Fiscal Note**

Funding in the amount of \$160,417 is available in the Fiscal Year 2020-2021 Operating Budget of the Austin Fire Department. Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Purchasing Language:**

The Purchasing Office issued a Request for Proposals (RFP) 8300 EAD3012REBID for these services. The solicitation issued on August 28, 2020 and it closed on September 15, 2020. Of the two offers received, the recommended contractor submitted the only responsive offer. A complete solicitation package, including a log of offers received, is available for viewing on the City's Financial Services website, Austin Finance Online.

Link: [Solicitation Documents](#)

[https://www.austintexas.gov/financeonline/account\\_services/solicitation/solicitation\\_details.cfm?sid=134757](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=134757).

### **For More Information:**

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or

[AgendaOffice@austintexas.gov](mailto:AgendaOffice@austintexas.gov) <<mailto:AgendaOffice@austintexas.gov>>

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Erin D'Vincent, at 512-974-3070 or [erin.dvincent@austintexas.gov](mailto:erin.dvincent@austintexas.gov) <<mailto:erin.dvincent@austintexas.gov>>.

### **Additional Backup Information:**

The contract will provide the City with the services required to develop, validate, administer, score, and analyze the results of an employment assessment process for the entry-level position of fire cadet for the Austin Fire Department (AFD). The employment process for entry-level firefighter applicants is governed by state civil service law and the collective bargaining agreement between the City and the Austin Firefighters

Association.

The employment process for firefighter cadets establishes a two-year hiring cycle for scheduled academy classes. In a traditional AFD hiring cycle, 2,000 to 4,000 applicants are processed and approximately 200 firefighter cadets are employed. Depending on the number of vacant firefighter positions, AFD hosts multiple cadet classes each year with 35 to 50 cadets per class.

AFD, the City's Civil Service Office, and Morris & McDaniel, Inc., will cooperatively conduct the 2021 employment process. Morris & McDaniel, Inc., has provided Fire Cadet hiring services for the AFD since 2013. They have experience with large municipal public safety departments and their assessment tools meet the City's described psychometric requirements. Morris & McDaniel, Inc., will be responsible for conducting a written assessment and a structured oral assessment as well as scoring and ranking the candidates.

As in past hiring processes, the City will continue to perform pass/fail assessments of the top ranked candidates' physical, medical, and psychological well-being as well as verification of past employment, educational and military records, and a criminal background check prior to final hiring.

Evaluation of the offers was done in accordance with Resolution 20150205-003 directing the AFD management to include the Austin Firefighters' Association in the selection of a fire cadet hiring contractor, and to utilize a hiring process that "meet[s] the Council's goal of racial equity." Offers were also evaluated in accordance with the 2017 collective bargaining agreement reached between the City and the Austin Firefighters Association Resolution 20170928-018. Article 17, Part B, describes the composition of the Hiring Process Oversight Committee (HPOC) as having three management representatives and two association representatives. For this solicitation, the HPOC created the Scope of Work and completed the evaluation based on the criteria listed below.

An evaluation team with expertise in this area evaluated the offers and scored Morris & McDaniel, Inc. as the best to provide these services based on work plan and approach, demonstrated applicable experience, price, local preference, and service-disabled veteran business enterprise.

**Contract Detail:**

<b><u>Contract Term</u></b>	<b><u>Length of Term</u></b>	<b><u>Contract Authorization</u></b>
Initial Term	2 yrs.	\$350,000
Optional Extension 1	2 yrs.	\$250,000
Optional Extension 2	2 yrs.	\$250,000
<b>TOTAL</b>	<b>6 yrs.</b>	<b>\$850,000</b>

**Note:** Contract Authorization amounts are based on the City's estimated annual usage.

**Strategic Outcome(s):**

Safety.